



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

## **VACANCY NOTICE**

### **DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE TRANSFORMATION OFFICE**

#### **\* DIRECTOR, ACADEMY FOR TRANSFORMATIVE LEADERSHIP**

**Salary (Min) \$95,814 (Mid) \$115,536**

**\*This is a new position at RIDE, and it is to be funded through the Race to the Top grant for the award period of 2010-11 through 2014-15. Funding for continuation of the position beyond the award period is not guaranteed. This is a RTTT limited position; it will be responsible for leading the implementation of the new monitoring requirements, coordinating and conducting financial audits to assure the proper use of the RTTT funds.**

**POSTING PERIOD:** February 11 - 24, 2011

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

\*Subject to FTE approval and available funding

**(Position is part of Board of Regents non union staff)**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** [www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION  
NON-CLASSIFIED JOB DESCRIPTION**

**TITLE:** DIRECTOR, ACADEMY FOR TRANSFORMATIVE LEADERSHIP

**ORGANIZATIONAL CENTER:** This position is located in the Accountability & Quality Assurance. The position reports to the Chief Transformation Officer and the Deputy Commissioner.

**GENERAL STATEMENT OF DUTIES:** The incumbent will be responsible for leading, managing, designing and establishing the academy of transformation leadership that will prepare and develop current principals, aspiring principals, and leadership teams for the state's schools- with a particular emphasis on equipping strong leaders to turnaround persistently low performing schools.

**LEADERSHIP, MANAGEMENT AND COLLABORATION:** The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. The Director of the Academy must possess an uncompromising belief in both the capacity of all children to learn and be successful and the power of a catalytic school leader to provide the conditions which make that possible. Must be a strong advocate for students and schools and demonstrate a positive commitment to the role of the RIDE as a central state-level advocate. Must work in collaboration with other team members to support the Department's strategic plan's priorities of "Ensuring Educator Excellence", "Accelerating All Schools Toward Greatness", "Establishing World-Class Standards and Assessments", and "Developing User Friendly Data Systems

**SUPERVISION RECEIVED:** Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. The Director is subject to an annual performance assessment.

**SUPERVISION EXERCISED:** Facilitates, directs, coordinates and assesses the work of professional, internal and external technical, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

**ILLUSTRATIVE EXAMPLES OF WORK AND ESSENTIAL FUNCTIONS**

Responsible for reading and synthesizing up-to-date research, trends and best-practices relevant to the transformation of persistently low-performing schools.

Conducts research and analyzes, the trends and the variables which drive successful urban school turnaround, communicate them and advocate for the establishment of such policies in Rhode Island.

Provides leadership and project management on the general structure of the Academy for implementation.

Develop, implement and evaluate standards for program design, review and approval.  
Ensure the optimal use of the Academy's resources – human, financial and intellectual.

Identify and develop partnerships to deliver the Academy's services;

Partner with the senior staff to prepare and implement multi-year programmatic, strategic, and financial plans, and ensure that organizational efficiency

Establishes and maintains strong relationships between RIDE and community based partners to support the goals of the office.

Advance the mission of the Academy by identifying new/potential sources of funding.

Work in collaboration with other team members to support the Department's strategic plan's priorities; and, impact the quality and effectiveness of the school leaders who enter The Academy.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS KNOWLEDGE AND SKILLS:**

Working knowledge of strategies for turning failing urban schools around.

Working knowledge of effective managerial experience in education administration, performance benchmarks and outcomes.

Knowledge of applicable Federal and State laws and regulations.

Knowledge of elementary and secondary educational systems.

Knowledge of trends and issues in curriculum, instruction, assessment, state and federal programs, and resources for school transformation.

Skilled in interpreting written procedures, policies, and laws,

Skilled in coordinating and facilitating the work of staff.

Skilled in communicating effectively, both verbally and in writing.

Skilled in working collaboratively.

Skilled in preparing and writing grant applications.

Skilled in administering, analyzing, and evaluating grants.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Master's Degree in Education Administration, education leadership or related field required, doctoral degree preferred.

**EXPERIENCE:** Five years of management experience in policy development

**OR:** Any combination of education and experience that shall be substantially equivalent to the above.

*Must have own transportation and be available evenings and occasionally on weekends.*

*Reasonable accommodations can be made for individuals with a disability.*

January 2011